

Joining Bedford
Theatre and Drama
Graduate Teaching Assistant



'Boys are a delight, their trademark being an ability to mix with any age group with easy, understated confidence.'

Good Schools Guide

*From the
Head Master*



I am delighted that you are considering Bedford School, and I hope this booklet provides you with some of the answers to the many questions you will certainly have. I do not doubt that it will also provoke a few more, many of which you may find answered on our website but, if not, please do get in touch, and we will do our best to answer these for you.

I am always very proud to lift the lid on our school, and so it seems fitting for our boys, our staff and our wider community to share their thoughts of Bedford School with you in the pages that follow. While we are proud of our buildings, facilities and extensive estate, it is the people who make a community, and ours is one very much shaped by boarding. To have over 200 boys and 40 or so staff living full-time on site gives a heartbeat to the school in a way that nothing else can. To quote one of our boys featured in this booklet, "You don't learn it. You live it."

I am also pleased to say that our school is full. We have approximately 700 pupils in the Upper School aged 13 to 18, with roughly 280 in the Sixth Form. Around a third of the boys are boarders who live in our six boarding houses, each of which is 'twinned' with a day house. Our Prep School, with 400 boys, caters for the 7 to 13 age group and has its own junior boarding house.

Academic excellence is central to life at Bedford School, and we encourage boys to aspire to the highest possible standards and exceed their expectations. Our success is demonstrated by a long history of impressive exam results at GCSE, A-Level, and in the International Baccalaureate Diploma.

The vast majority of our leavers go on to higher education, and each year an impressive 75% of our Upper Sixth boys accept places at Times Higher Education Top 30 universities, including Oxbridge and clinical courses in medicine and dentistry. In recent years, we have also seen boys diversifying their applications, with more expressing an interest in degree-level apprenticeships and attending universities in the USA and Europe and beyond.

We place great emphasis on the value of sport, music and the arts for the camaraderie, teamwork and self-motivation they instil and encourage boys to explore their individual talents as far as they can take them. Our extensive co-curricular activities programme is wide-ranging and offers boys the opportunity to learn new skills and discover new interests outside the classroom.

I invite you to explore our school through the news stories we regularly publish on our website and on social media; these provide an insight into our boys, their stories and successes and a strong sense of the enviable community that is Bedford School. Above all, I hope that it shows that boys and staff are happy and successful and, importantly, in that order.

James Hodgson
Head Master

The Role

Are you a recent graduate passionate about theatre and drama? Join Bedford School as a Theatre and Drama Graduate Teaching Assistant (GTA) and immerse yourself in a vibrant, creative environment. This is a unique opportunity to support our Drama Department in co-curricular activities, production coordination, and pupil mentoring.

You'll lead drama clubs, assist with GCSE and A-Level performance preparation, coordinate productions, and manage costumes and props. Alongside these responsibilities, you'll also contribute to the wider school community, including evening boarding duties and supporting events.

This role would suit an aspiring educator, and we are seeking an individual with a particular strength in directing productions with young adults (aged 13 to 18).

What we offer:

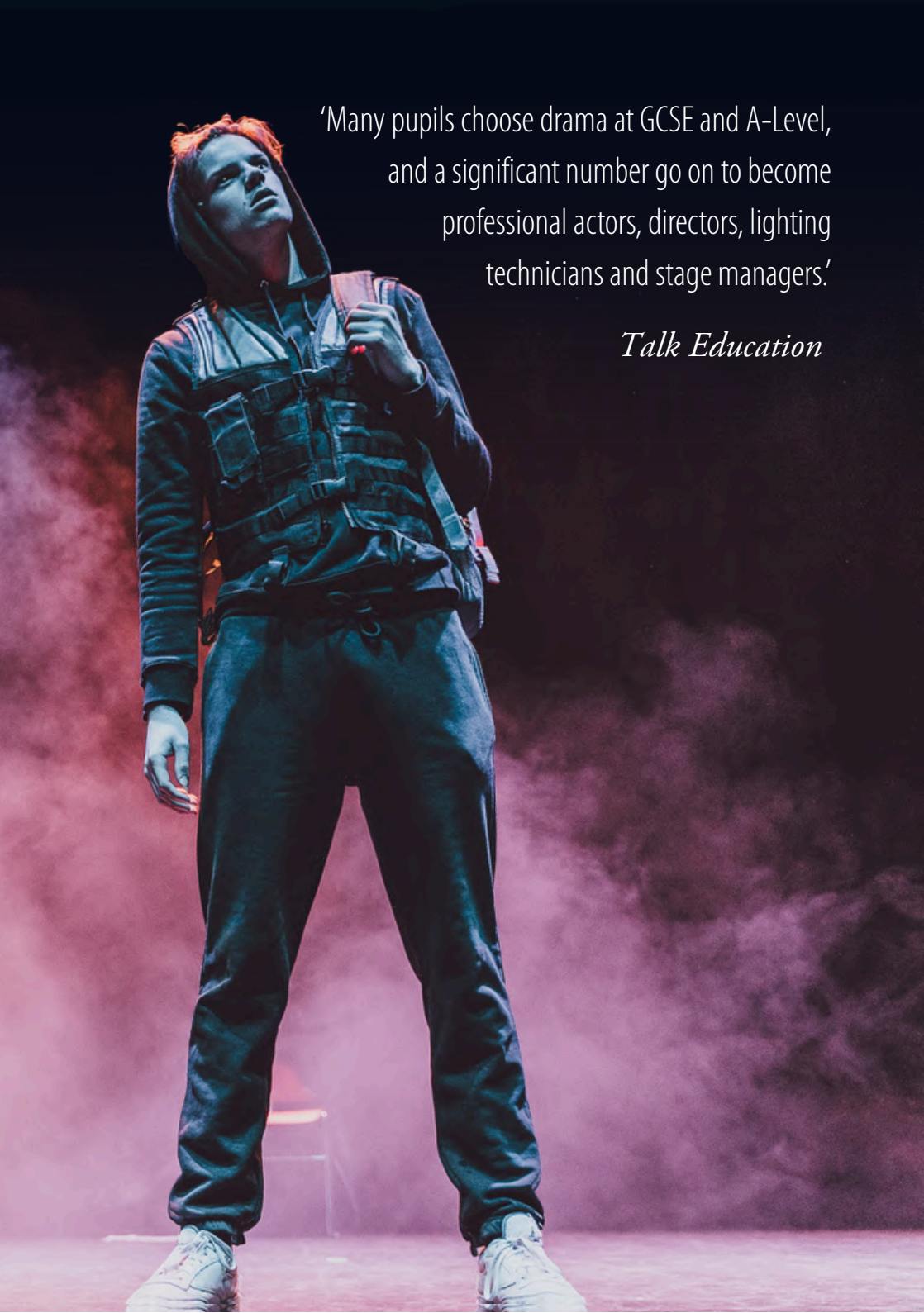
- **Free on-site shared accommodation**
- Meals provided during term time
- Opportunities for professional development
- The chance to gain valuable experience in a leading independent school

This role is perfect for an enthusiastic, organised individual with a degree in Theatre, Drama, or Performing Arts, and a passion for inspiring young people.

Apply now and become part of our supportive and dynamic school community.

Closing date: Monday 29 June 2026 (9.00am)

Interview Date (full day required): Friday 3 July 2026

A young man with reddish hair is standing on a stage, looking upwards and to the left. He is wearing a dark hoodie, a tactical vest with multiple pockets and straps, dark trousers, and white sneakers. The background is dark with a hazy, reddish-pink light effect. The text is positioned in the upper right quadrant of the image.

'Many pupils choose drama at GCSE and A-Level,
and a significant number go on to become
professional actors, directors, lighting
technicians and stage managers.'

Talk Education

Job Description

The Harpur Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- **Job Title: Theatre and Drama GTA**
- **Department: Drama**
- **Location: De Parys Avenue, Bedford**
- **Reporting Line: Head of Academic Drama**
- **Hours: 37 hours per week term-time (including weekends) when the school is in session. The successful candidate will be willing to contribute fully to the life of the school including weekend commitments.**
- **Salary: £24,627 per annum (pro rata £18,992 for term-time only plus one week)**

Role Summary

The Theatre and Drama Graduate Assistant will work closely with the Drama Department to support all aspects of drama and theatre at Bedford School, primarily focusing on co-curricular activities, pupil support, and production coordination. This is a non-teaching role, ideal for a graduate who is passionate about theatre and drama, with excellent organisational skills and a proactive approach. The successful candidate will contribute to the vibrant culture of drama at the school by leading clubs and societies, supporting pupil preparations for GCSE and A-Level assessments, coordinating productions, and managing practical aspects such as costumes and props. The role also includes wider school responsibilities, including boarding house duties and tutor and administrative support.

This position offers a unique opportunity to gain valuable experience in a leading independent school while living on-site and contributing fully to the life of the boarding school community.

Other Benefits

Shared accommodation on the school estate plus meals in the school's dining halls during term time, for the period of employment only. Assistance with professional CPD.

Contract

This is a fixed term contract from 1 September 2026 – 2 July 2027.

Main Duties and Responsibilities

This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment. You are expected to act in accordance with the aims, policies and administrative procedures of the school.

Drama Department Responsibilities

- Clubs and Societies: Confidently lead and coordinate drama-related clubs and societies, fostering pupils' enthusiasm and creativity.
- Pupil Support: Provide individual and group support to GCSE and A-level pupils during practical exam preparations, including rehearsals, performance coaching, and offering constructive feedback.
- Productions: Lead on EPQ productions and small-scale performances, while assisting in the organisation and delivery of larger productions, taking a leading role in specific aspects as directed.
- Costumes and Props: Take a leading role in sourcing, organising, and managing costumes and props for all internal school productions, working under the guidance of senior staff.
- Rehearsals and Show Support: Assist with rehearsal schedules, backstage support, and front-of-house duties as required.
- Trips and Workshops: Provide administrative support for organising trips, workshops, and visits to theatres or related events.
- Administrative Duties: Support administrative tasks related to the Drama Department, including communications, schedules, and record-keeping.

Boarding and Wider School Responsibilities

- Boarding Support: Act as a boarding tutor within the boarding community, participating in evening duties, including one evening per week, to provide pastoral care and support the smooth running of the boarding environment.
- Contribute to the Games and co-curricular programme, supporting the delivery of sessions in line with your skills and experience, and promoting participation, development, and enjoyment across all pupils.
- Pastoral Engagement: Build positive relationships with pupils, acting as a mentor and role model in both academic and boarding contexts.

- Library Supervision: Provide general supervision in the library during allocated times, ensuring a calm and productive environment for pupils.
- School Events: Take an active role in school events and activities, contributing to the broader life of the school.

Pastoral Care and Professional Standards

- Be fully conversant with, and apply, the school's safeguarding and child protection policy and all related issues.
- Promote good attendance and monitoring it in accordance with school policy.
- Promote the general progress and well-being of pupils in your care.
- Contribute to the supervision of boys at recreation and mealtimes.
- Support the aims and ethos of the school.
- Treat all members of the school community with respect and consideration.
- Treat all boys fairly, consistently and without prejudice.
- Set a good example to pupils in terms of appropriate dress, punctuality and attendance.
- Take responsibility for matters relating to health and safety.
- Maintain confidentiality at all times in respect of school-related matters.
- Undertaking other duties as reasonably requested by the Head of Academic Drama or other senior staff.

This job description is not exhaustive, and the job holder may also be expected to undertake such other comparable duties as may be required from time to time. These details may be amended at any time by agreement, but in any case, will be reviewed through the appraisal process.

Person Specification

Essential Criteria

Desirable Criteria

Assessment Method

Qualifications

- A good honours degree or relevant technical qualifications/experience in Theatre, Drama, Performing Arts, or a related field.

- An interest in engaging with different approaches to theatre and performance, with an openness to developing this knowledge through the role.
- Some experience in staging, lighting, and sound is advantageous.

Application form and relevant certificates or references

Experience

- Previous experience of directing or producing performances, either in education or other settings.
- Previous experience working with young people (e.g., in an educational, workshop, or mentoring capacity).

- Some experience in directing or supporting productions across a range of genres, gained through education, volunteering, or similar settings.

Application form and references

Skills

- Strong organisational skills and attention to detail.
- Confidence in leading clubs, societies, and small-scale productions, with the ability to inspire and manage groups of pupils.
- Confidence in problem-solving, with the ability to respond tactfully and effectively to challenges.

- Ability to manage technical aspects of productions, including staging, lighting, and sound.
- Experience in producing or assisting with theatrical productions in educational or community settings.
- Strong leadership skills with the potential to develop further through professional experience.

Application form and references

- Resilience and adaptability to handle changing priorities in a dynamic school environment.
- The ability to inspire and motivate pupils, fostering a passion for drama and theatre.
- A team player with excellent interpersonal and communication skills.
- Flexible, adaptable, and proactive in responding to the needs of the department and the school.

Experience in resolving practical issues in production or administrative tasks with creativity and efficiency.

Staff Benefits

Bedford School has high expectations of its staff and therefore looks to reward them with generous salary scale increments and beneficial conditions of service. All teachers can be enrolled in a very generous pension scheme and have longer holidays than the maintained sector. Class sizes are small (maximum of 14 at Sixth Form and 24 at GCSE).

We believe we have a responsibility to keenly and proactively support all of our staff in their development and to make this an outstanding place to work. Each member of staff has a voice on professional matters via the Common Room Chair and a variety of staff run initiatives, and the Head Master has daily open-door sessions for staff (and pupils). A wide range of opportunities for professional development exist and staff are encouraged to further their skills and consider career options at all levels. There is a generous budget to support continued development and learning for our teachers. The Teaching and Learning Group host meetings and dinners throughout the year and staff run training sessions for one another in order to share best practice. The school recently hosted a TeachMeet evening for those who work across the schools of the Harpur Trust. There are also bursaries available for staff who wish to travel in order to develop their subject specific knowledge or understanding of different educational contexts. We fully fund and support teachers in qualifying through PGCEs and the assessment only route to qualified teacher status. In a recent quality assurance visit, we were considered to be a school offering best practice induction to newly qualified teachers (NQTs). There is ample opportunity to take on additional responsibilities here at Bedford School.

The school is set in beautiful grounds within a 50-acre site on the edge of a busy town centre that is well connected to London, Milton Keynes and Cambridge in particular. Staff are welcome to make use of the extensive leisure and sporting facilities on the site (which includes gym, swimming pool, tennis courts, squash courts etc.) for themselves and their immediate family.

The school has an incredibly friendly Common Room that provides support and puts on a variety of social events. Weekly football, yoga and mindfulness sessions are complemented by additions such as staff life drawing, a tennis evening, calligraphy club, and regular staff cricket fixtures with local clubs and schools.

Staff can also join a private healthcare scheme, which includes an annual allowance towards healthcare costs (e.g. dental and optical expenses), funding for other therapies and access to gym and shopping discounts. An employee assistance programme is also available to everyone within the school, which includes access to a free well-being app. Our staff receive free lunches, which are provided by our national award-winning catering team, refreshments during the day and can expect free on-site parking.

Bedford is a dynamic and rewarding place to work with a strong sense of community.



COMPETITIVE SALARIES & PENSION SCHEMES



EMPLOYEE ASSISTANCE PROGRAMME



PRIVATE HEALTHCARE SCHEME



PROFESSIONAL DEVELOPMENT



FREE LUNCHES DURING TERM TIME



FREE ONSITE PARKING



GENEROUS HOLIDAYS



FEE REMISSION FOR TEACHING STAFF

Why Bedford? From our boys.

“Bedford looks for success, but also prioritises enjoyment.”

Ishaan

Actor, Budding Doctor



“Being a Drama scholar means that I have the opportunity to get involved with all things drama-related as well as a wide variety of school productions.”

Henry

Drama Scholar



Useful Links

- [Bedford School Website](#)
- [Quarry Theatre Website](#)
- [The Harpur Trust](#)
- [Awards, Inspections and Reviews](#)
- [News Stories](#)
- [Bedford School Film](#)
- [Facebook](#)
- [Instagram](#)

“Seriously wow factor theatre . . .
it is a hub of dramatic activity with
at least two or three events a week.”

Good Schools Guide





bedfordschool.org.uk